



CITY OF MARSHFIELD

MEETING NOTICE

AGENDA
BOARD OF PUBLIC WORKS
CITY OF MARSHFIELD, WISCONSIN
TUESDAY, July 7, 2015 at 5:30 PM
COUNCIL CHAMBERS, CITY HALL PLAZA

1. Call meeting to order – Chairman Buttke
2. Approval of minutes of June 15, 2015 Board of Public Works meetings
3. Citizen Comments
4. Construction Update – Presented by Mike Winch, Street Superintendent & Tom Turchi, City Engineer
5. Approval of a Healthy Lifestyle Downtown Walking Route – Presented by Angela Eloranta, Main Street Marshfield
6. Approval to submit STP Urban Grant to the Wisconsin Department of Transportation for East 29th Street Reconstruction (Washington to Hume) – Presented by Dan Knoeck, Director of Public Works
7. Approval of alley paving on the west side of Central Avenue from Edison Street to 200’ north – Presented by Tom Turchi, City Engineer
8. Approval of revision to the sidewalk tree trimming ordinance – Presented by Tom Turchi, City Engineer
9. Recommended items for future agendas
10. Adjournment

Posted this 2nd day of July, 2015 at 4:00 PM by Daniel G. Knoeck, Director of Public Works

NOTE

It is possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Mary Anderson, Public Works Department at 630 South Central Avenue or by calling (715) 387-8424

BOARD OF PUBLIC WORKS BACKGROUND
07/07/15

1. Call meeting to order – Chairman Buttke
2. Approval of minutes of June 15, 2015 Board of Public Works meetings
3. Citizen Comments
4. Construction Update – Presented by Mike Winch, Street Superintendent & Tom Turchi, City Engineer
5. Approval of a Healthy Lifestyle Downtown Walking Route – Presented by Angela Eloranta, Main Street Marshfield
See attached memo and map. **Recommend approval.**
6. Approval to submit STP Urban Grant to the Wisconsin Department of Transportation for East 29th Street Reconstruction (Washington to Hume) – Presented by Dan Knoeck, Director of Public Works
See attached memo. **Recommend approval.**
7. Approval of alley paving on the west side of Central Avenue from Edison Street to 200' north – Presented by Tom Turchi, City Engineer
See attached memo. **Recommend approval.**
8. Approval of revision to the sidewalk tree trimming ordinance – Presented by Tom Turchi, City Engineer
See attached memo. **Recommend approval and direct staff to draft an ordinance for Common Council consideration.**
9. Recommended items for future agendas
10. Adjournment

BOARD OF PUBLIC WORKS MINUTES
OF JUNE 15, 2015

Meeting called to order by Chairman Buttke at 5:30 PM in the Council Chambers of City Hall Plaza.

PRESENT: Tom Buttke, Ed Wagner, Gary Cummings and Chris Jockheck

EXCUSED: Mike Feirer

ALSO PRESENT: Alderman Earll; City Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Director of Planning and Economic Development Angell; Street Superintendent Winch; Wastewater Superintendent Warp; Building Services Supervisor Pokorny; Police Chief Gramza; City Planner Miller; Justin Casperson, Parks & Recreation Director; Scott Larson, MACCI; the media; and others.

PW15-75 Motion by Cummings, second by Jockheck to recommend approval of the minutes of the June 1, 2015 and June 9, 2015 Board of Public Works meetings.

Motion Carried

Citizen Comments – Alderman Jockheck gave a reminder of his upcoming listening session with Alderman Earll to be held this coming Wednesday at 6:30 PM at the UW in the art gallery by the theater lobby.

City Engineer Turchi presented an Engineering Division construction update. Street Superintendent Winch presented a Street Division construction update.

City Planner Miller reviewed the final concept for 2nd Street Green Street Corridor. The Board heard comments from the following individuals:

John Sikora, 9011 Thompson Road, Marshfield, represents the largest retailer in the downtown, Mitten's Appliance. Of the 4 concepts presented, none of them are acceptable because of loss of parking. One parking spot lost is too many. 80% of their business comes through the second Street entrance. Very little traffic comes in off of main street. Taking up parking for benches and bike parking doesn't seem to make much sense. He doesn't see why we need so much green space in the downtown. The bike trail to the north allows people to come downtown if they want. He feels that in the last 25 years, the downtown has improved tremendously. Later in the meeting, Sikora responded to the suggestion of one-way streets with angle parking that the issues are dangerous backing into traffic and impeding traffic flow.

Angie Eloranta, Main Street Marshfield, has heard from many property owners, business owners and Main Street Board members and she has to voice what she is hearing which is that they do not want to eliminate parking. They feel that the corridor could be improved upon without losing parking and would like to those concepts explored further.

Jeff Kleiman, 1112 W. State Street, green additions are welcome and understands the efforts to make downtown more welcoming, however wishes to urge caution with regard to parking. He has operated a business on Central Avenue for the last 18 years. When Central Avenue was reconstructed at Veterans Parkway and they lost 2 parking stalls in front of their store, they noticed a regular decline in foot traffic. Many people refused to come in from the parking lot behind the building. They moved farther south in the block about 10 years ago. They do have a number of parking spaces out front but whenever there has been interruption in those parking spaces, foot traffic has suffered. The issue of parking spaces also becomes more critical in winter and bad weather. His experience has shown that eliminating parking spaces as had a negative impact on their business.

John Minor, 205 Maple Ridge Drive, Stratford, owner of Victory Apparel. His concern is also the loss of parking. He would lose every single spot on his side of the street. Only a loading zone is left and that will not be enough room. The parking lot behind the Charles Apartments is generally full with permit parking, police station and Charles Apartment tenants so there is not much room for customers. The concepts are not unappreciated but we need to figure out something a little bit different.

Pat Baer, 112 West 4th Street, owner of Charles Apartments. Losing all of the parking on the north side of Second adjacent to his building is devastating. He has 5 retail shops and 1 service operation in his building. The other side of the street has one service business and a half a block with no buildings. Why was that side not looked at as an option. Two years ago when Chestnut and Second were reconstructed, the focus was on adding parking where possible. Now we want to get rid of parking. What has changed? Businesses have a hard enough time making a go of it today. We don't need to make it tougher on them. Also, the loading zone that is being left in place is actually being moved closer to the alley in front of the consignment shop. That doesn't work. It needs to be in front of the door where tenants are moving in and out. Later in the meeting, Baer stated that if he had a choice, he would rather have a one way street than to lose any parking.

Ron Lemmer, Merrill, WI, owns the building at 201 S Central. He has attended several of the meetings and is torn by the proposal. Has owned the building for about 18 years and has struggled all along with parking. They have invested a lot of money in the building in the last several years but still has the same problem he has had for the last 15 years, parking. He sees Marshfield as a progressive community with a vibrant downtown. He is considering bringing on more employees and that raises the parking question again. He sees the need for an additional parking lot which means a building would need to go and maybe it's his building that is the one. Some of his tenants might be forced to vacate because of the parking issues and the last thing he wants is a vacant building.

Rebecca Gutenberger, 613 North Maple, representing Tower Hall as property manager. They do not have any complaints about concept B1. That works for them as long as they get to keep their parking lot and 2 spaces in front of Tower Hall. However, if Mitten's loses their parking spaces, she is concerned that those people will park in her lot. She sees how much traffic Mittens gets and that they need parking spaces on that side of the street.

John Beck, 1000 Chapel Street. He has been following this for a while and it looks to him like a solution looking for a problem. The main reason that he can determine for this is to bring people from the ball diamonds to the library and from the library to the ball diamonds and that's not likely. He sees no problem here.

PW15-76 Motion by Wagner second by Jockheck to recommend to the Common Council to proceed with the option of angle parking and one way streets for the 2nd Street Green Street Corridor from Maple Avenue to Chestnut Avenue.

Cummings voted 'No' - Motion Carried

PW15-77 Motion by Cummings, second by Wagner to recommend approval of the low quotation submitted by Mavo Systems of Wisconsin for removal of asbestos at the Senior Center at a total cost not to exceed \$23,141 and authorize execution of a contract.

Motion Carried

PW15-78 Motion by Wagner, second by Jockheck to recommend approval of the quotation submitted by Hatch Building Supply for a Bartell BR4600H vibratory plate compactor at a cost of \$6,895 and authorize execution of a purchase order.

Motion Carried

PW15-79 Motion by Cummings, second by Jockheck to recommend that 15 daytime permit parking stalls be allowed in the Burlington Lot on a trial basis, to be reviewed no later than in one year.

Motion Carried

PW15-80 Motion by Wagner, second by Cummings to post and enforce the gravel areas previously occupied by the Professional Building and the News Herald Building as temporary parking lots with 3 hour parking, similar to the Burlington Lot in the same block and that the Director of Public Works make the necessary arrangements.

Motion Carried

PW15-81 Motion by Jockheck, second by Cummings to adjourn to closed session at 6:48 PM pursuant to Wisconsin Statute Chapter 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- Property acquisition for Wildwood/McMillan Connector Trail

Roll call vote, all 'Ayes' Motion Carried

Present in Closed Session: Aldermen Cummings, Wagner, Jockheck, Buttke & Earll; Administrator Barg; Director of Public Works Knoeck; City Engineer Turchi; Parks and Recreation Director Casperson.

PW15-82 Motion by Wagner, second by Jockheck to reconvene in open session at 6:52 PM.

Roll call vote, all 'Ayes' Motion Carried

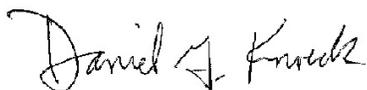
PW15-83 Motion by Jockheck, second by Cummings to recommend approval of the acquisition of easements from Twomorks Investments LLC for the Wildwood/McMillan Connector Trail project and authorize staff to execute the documents.

Motion Carried

Recommended items for future agendas – The next Board of Public Works meeting will be held on Tuesday, July 7 at 5:30 PM. The primary agenda item will be the award of bids for the Library Project.

Motion by Wagner, second by Jockheck that the meeting be adjourned at 6:55 PM.

Motion Carried



Daniel G. Knoeck, Secretary
BOARD OF PUBLIC WORKS

City of Marshfield
Department of Public Works
Street Division
407 West 2nd Street
Marshfield, Wisconsin 54449



Mike Winch
Street Superintendent
(715) 486-2081
FAX: (715) 387-8669
ike@ci.marshfield.wi.us

To: Tom Buttke, Chairman, Board of Public Works
Members, Board of Public Works
From: Mike Winch, Street Superintendent
R.E.: B.O.P.W.'s Street Division Construction Update for July 7th, 2015
Date: July 2nd, 2015

Asphalt Mill-In-Place

12th St – Maple to Cedar
28th St – Felker to Washington-paved July 2nd, shouldering and touch-ups left
Felker Ave – 29th to 27th – paved July 2nd, shouldering and touch-ups left
Apple Ave – 9th – 17th – some topsoiling left and is scheduled for milling
Ash Ave – Arnold to Doege
Cedar Ave – Arnold to Blodgett
Cherry Ave – Arnold to Edison – hot mix removed and sanitary sewer replacement has started
Maple Ave – 9th – 14th
Wildwood Ct. – Locust to Locust

Asphalt Overlays

Cedar Ave – Ives to Grant
29th St – Central to Peach- on-going
Blodgett St – Central to Maple- paved June 30th, some touch up and painting left
Blodgett St – Maple to Peach
Vine Ave – Arnold to Doege- paved June 30th, some touch-up and painting left
Cleveland – Central to Maple- paved June 30th, some touch-up and painting left

Street Reconstructions

East 4th- 4th/8th to Willow, complete

Storm Sewer Maintenance/Construction

Storm water inlet, M.H. and main repairs/replacements with associated street restoration throughout the city: ongoing
General storm water ditching with drain tile installation as required throughout the city: ongoing
Installed 80' of storm sewer for drainage issues at Blodgett and Maple

Sanitary Sewer Maintenance/Reconstruction

-M.H. replacements/Mono-forming and main repairs on all asphalt mill-in-place and overlay streets as required: ongoing
-Sanitary repairs- Apple Avenue from Depot Street to Arnold Street
Lowered sanitary manhole at the Blodgett right of way west of Galvin

Street Maintenance

-Crack sealing of concrete streets: complete
-Crack sealing of asphalt streets: started, will be back to complete
-Slag sealing of asphalt streets: to be scheduled
-Specialized joint sealing on concrete streets: to be scheduled
-General asphalt patching, city wide as required: to be scheduled
- pothole patching- on going
- street sweeping (two shifts) on going
- mulch tree planting sites on Central Avenue
- cut shoulders down on East 4th (both sides)
-painting lanes and cross walks various locations

-general sign work

2015 terrace tree planting complete

Painting of west side and front of city garage complete



TO: Board of Public Works
FROM: Angie Eloranta, Main Street Marshfield Executive Director
DATE: June 17th, 2015
RE: Downtown Walking Route in coordination with Healthy Lifestyles
Apple Paths.

Background

Main Street Marshfield is requesting the addition of a Healthy Lifestyle's walking route in the downtown. The walking routes encourage residents and employees within the City to become more active by walking. Overall, the Healthy Lifestyle's Coalition has received positive feedback on the routes. The Coalition received approval from the Board of Public Works in 2003 and 2005 for a total of 11 walking routes in the City. In 2012 they received approval for an additional route in the East Industrial Park.

Analysis

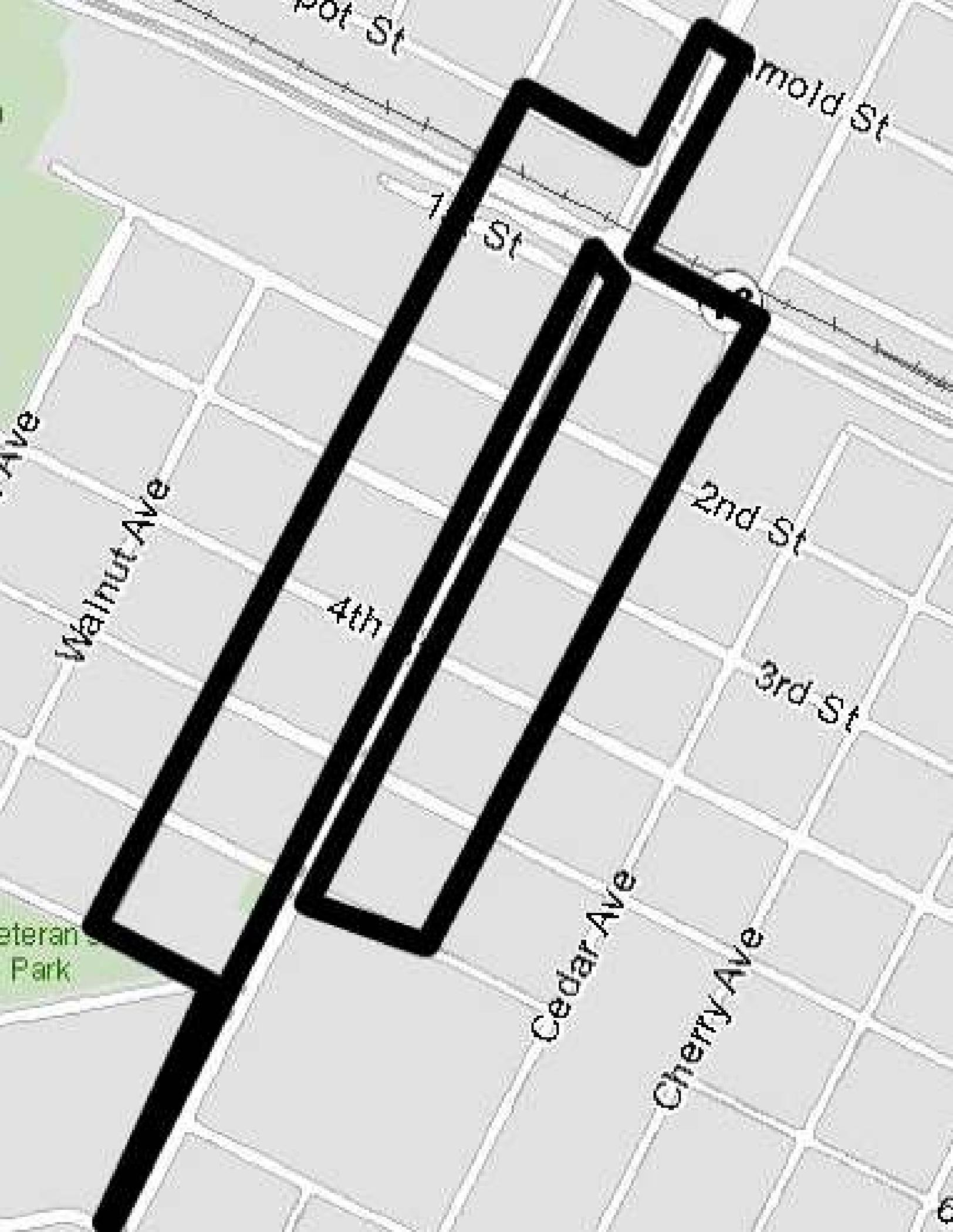
Main Street Marshfield would like to work with Healthy Lifestyle's in adding a walking path in the downtown area. The goal of the walking path downtown would be to bring more awareness to the businesses downtown via pedestrian traffic, provide an engaging walking route for the community, and potentially highlight some of the historic buildings along the route. Down the road, we would like to work with the Historic Preservation Committee on a Historic Downtown Walking Brochure, which would follow the same path as the Healthy Lifestyles Route.

Recommendation

Approval of Main Street Marshfield's request to add a Healthy Lifestyles' walking route downtown which would include painting apple symbols on the sidewalk. We would have an apple on each block corner plus 2 within the block, or 1 every 50 spaces.

Attachments

1. Proposed Walking Route



7th St

6th St

5th St

4th Ave

Walnut Ave

2nd St

4th

3rd St

Veteran's Park

Cedar Ave

Cherry Ave



June 25, 2015

The City of Marshfield
Attn: Thomas Turchi, P.E.
City Engineer
630 S. Central Avenue
P.O. Box 727
Marshfield, WI 54449

Thomas Turchi:

Main Street Marshfield and the Healthy Lifestyles-Marshfield Area Coalition have been working together to develop a path that would encourage walking in Downtown Marshfield. In addition to increasing healthy behaviors, this path would also promote economic growth by increasing pedestrian traffic in the downtown area. Please consider approval of the Main Street Walking Path.

The Healthy Lifestyles- Marshfield Area Coalition began in 2001 to address two major factors that contribute to chronic diseases: poor diet and physical inactivity. Coalition members, comprised of Marshfield area residents and volunteers, work together on programs that encourage and support healthy eating and active living in the Marshfield area.

The Marshfield Area Walking Paths is one of the projects that supports this cause. Twelve walking paths have been measured and mapped throughout the city and a full-color map of the paths is distributed to Marshfield residents and visitors. The distance for each path ranges from less than one mile to 3.5 miles. Each path is marked with the Healthy Lifestyles apple and the path number to guide walkers on the paths. A map of the current walking paths is enclosed.

Apple painting would follow the process that has been used on other paths. I have enclosed the Apple Walking Path Painting Tips for your reference.

If you have any questions, please don't hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Zelenak".

Laura Zelenak
Health Educator
Marshfield Clinic Healthy Lifestyles Coalition
715-221-8420 • zelenak.laura@marshfieldclinic.org



Thank you for adopting an Apple Walking path!

The Apple Walking paths map provides suggested walking routes and distances for Marshfield area residents and visitors to explore. Marked walking paths can increase physical activity by encouraging new and experienced walkers to discover Marshfield neighborhoods.

These walking paths would not happen without you - thank you for doing your part to encourage Healthy Lifestyles in Marshfield!

Apple Walking Path Painting Tips

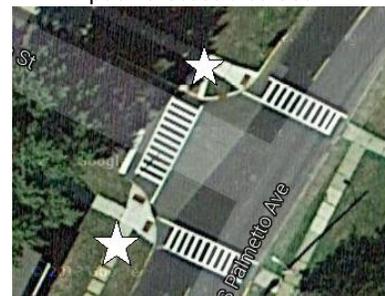
Follow these tips to complete your walking path assessment and apple painting successfully:

- It is helpful to walk or bike the entire path before painting to review the entire route and get an idea of what needs to be repainted.
- All painting materials are provided by Healthy Lifestyles - Marshfield Area Coalition; please contact Laura Zelenak at 715.221.8420 or zelenak.laura@marshfieldclinic.org to reserve the materials for the day you plan to paint. Please complete apple painting within 2 weeks of picking up supplies.
- Paint apples at each intersection so the next apple is visible from across the street or around the corner. Walkers should be able to approach the intersection and know which direction to go based on apple placement. Refer to images below for example.
- The distance between apples will vary depending on the block length, but apples should not be painted too far apart or too close together, e.g. more than 50 paces apart. Use your judgment in spacing apples.
- Once the apple is painted and allowed to dry for at least 90 minutes, paint the path number that correlates with the Walking Path guide. Use the black paint and stencils provided.
- On streets where 2 paths conjoin on the same sidewalk, paint both numbers that correspond to each path on each apple. E.g., paths 2 and 4, paths 5 and 6, and paths 9 and 10.
- Some additional information about the paint:
 - Air and surface temperature should be between 50° and 90°F.
 - Rain should not fall for 24 hours after application.
 - Paint can be applied to dry or slightly damp surfaces.

Apple placement at intersection where path goes around a corner:



Apple Placement at intersection when path crosses a street:





**City of
Marshfield**
Memorandum

July 2, 2015

TO: Board of Public Works

FROM: Dan Knoeck, Director of Public Works

SUBJECT: WisDOT STP Urban Grant Application – East 29th Street

BACKGROUND

The Wisconsin Department of Transportation administers a federal aid program for local streets known as the Surface Transportation Program – Urban (STP Urban). They take applications on a 2 or 3 year cycle. The City was awarded funding in the 2013 – 2018 cycle for East 29th Street from Hume Avenue to Veterans Parkway. Applications for the 2015 – 2020 program are due by July 31, 2015 and staff is proposing to submit an application for East 29th Street from Washington Avenue to Hume Avenue.

ANALYSIS

The STP Urban program provides 80% State and Federal Funding with a 20% local cost share. The local cost share is included in the adopted Capital Improvement Program for 2019. If successful, the actual construction year is subject to funding availability and scheduling by WisDOT.

RECOMMENDATION

I recommend authorizing the submittal of an STP-Urban grant application for East 29th Street - Washington Ave to Hume Avenue.

Concurrence: 
Steve Barg, City Administrator



City of
Marshfield
Memorandum

TO: Board of Public Works
FROM: Tom Turchi, City Engineer
DATE: July 1, 2015
RE: Review of the alley bounded by Franklin St. – Edison St. and Central Ave. – Chestnut Ave. to be included in the 2015 Mill-In-Place paving program.

BACKGROUND

The City received a request to consider paving the alley bounded by the streets noted above.

ANALYSIS

Weiler Enterprises approached the City with a request to repave the alley behind their gas station located in the 600 block of North Central Avenue due to the number of reoccurring potholes. When Weiler Enterprises first constructed this gas station in the late 1990's they repaved the north portion of the alley from the carwash exit to Franklin Street leaving about 200 feet of the original asphalt pavement in place. In the past several years as the condition of the alley deteriorates the number of complaints they receive from their customers about the potholes and overall condition has increased.

Weiler Enterprises has made a generous offer to cover the typical special assessments for their side and the residential side of the alley up front to expedite the process and to be a good neighbor as their customers and deliveries are the primary users of the alley.

I have estimated the cost to pulverize the alley and place 3-inches of new asphalt to be approximately \$ 4,900. Weiler Enterprises has offered to pay up to \$ 2,000 of this work up front in order to allow this work to be completed yet this year. The offer to pay for the special assessments eliminates the timeline necessary for the public hearings and legal notices required by the City to complete the special assessment process such as this. The remaining monies needed to complete this work will come from the 2015 asphalt paving program.

RECOMMENDATION

I recommend that the alley bounded by Franklin Street - Edison Street and Central Avenue - Chestnut Avenue be added to the mill in place program for the 2015 construction season, including the offer by Weiler Enterprises to pay \$ 2,000 to cover the costs for all special assessments.

Respectfully submitted,
Thomas R. Turchi
Thomas Turchi

Concurrence:

Steve Barg

Steve Barg, City Administrator

Daniel G. Knoeck

Daniel G. Knoeck, P.E. Director of Public Works



City of Marshfield Memorandum

TO: Board of Public Works
FROM: Tom Turchi, City Engineer
DATE: July 1, 2015
RE: Revision to Ordinance 13-126 (7) Maintenance of Trees and Shrubs.

BACKGROUND

We regularly receive requests from residents to review trees with over-hanging branches over sidewalks and public rights of way.

ANALYSIS

The current ordinance requires property owners with trees that overhang the right of way to keep these trees trimmed to a height of 13 – ½ feet. Comments have been made that this height is somewhat excessive for locations where pedestrians and bicyclists are typically the primary users. From these comments I propose a change to the Ordinance to reduce the height for tree and shrubs over-hanging sidewalks and multi-use paths and/or trails to be kept trimmed to a height of 8 (eight) feet.

RECOMMENDATION

I recommend that the municipal code be amended for section 13-126 (7) be amended as follows:

- (7) *Maintenance of trees and shrubs.* Maintenance of trees and shrubs shall be in accordance with the following:
- (a) *Trees to be kept trimmed over streets, alleys, public lands, sidewalks and multi-use paths and trails.* Trees and shrubs standing upon any private premises adjacent to any public street, ~~alley (where vehicles or trucks may come in contact with over-hanging branches), right-of-way multi-use path and/or trail,~~ park, playground or ~~place~~ shall be kept trimmed by the owner so that the lowest branches projecting over the public street or right-of-way provide a clearance of not less than 13- 1/2 feet. ~~and over all public places of not less than ten feet~~ **Where a private tree is adjacent to an unopened right of way and/or where a private tree is over a public sidewalk, all over-hanging branches shall be kept trimmed to a minimum of 8 (eight) feet.** These provisions may be waived for newly planted trees if it is determined that they do not interfere with public travel, obstruct the light of any streetlight or endanger public safety. Any tree or shrub not so trimmed is a public nuisance.

And that this amendment be forwarded to the Common Council for their consideration and for a first reading for an Ordinance amendment.

Respectfully submitted,

Thomas R. Turchi

Thomas Turchi

Concurrence:

Steve Barg

Steve Barg, City Administrator

Daniel G. Knoeck

Daniel G. Knoeck, P.E. Director of Public Works